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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 6 March 1958

FROM : Chief/Language and Area School

Document No. 38NO CHANGE in Class. A☐ DECLASSIFIED

SUBJECT: Weekly Activities Report #9

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/176

Date: 08 MAR 1978 By: A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. The monthly meeting of the Roundtable met on 28 February at the new headquarters of NSA at Fort Meade. The NSA Director of Training greeted all at luncheon. Agencies represented were Navy, State, Air Force, USIA and CIA. Next meeting will be on 28 March at the FSI. The April meeting probably will be held at Wright-Patterson AFB.

2. On 27 February eight separate panels considered qualifications and appropriate placement of twelve candidates for full-time training. Ten cases, with some modifications worked out during the discussions, were approved, one was referred back to originating office for additional consideration, and one was referred back for substantial additional information.

3. A full-time German class is at this week. accepted an invitation to visit, observe and participate.

4. has had his first assignment in his extra-curricular role as a Civil Service Examiner in Turkish.

5. are endeavoring to assist the testing group with its mountainous responsibility. Through the courtesy of the JOT office, several JOT's were sent over a few days during the week to help proof-read tests. We fully appreciate their assistance.

6. Eastern Studies wishes to thank the Physical Security Guards for their support on Monday, Tuesday, and Wednesday of the week of 17 February.

7. A meeting was held Monday between and to plan for the forthcoming Conference. They discussed long range training plans covering the Communist dominated areas. A preliminary agenda and a tentative list of participants were agreed upon.

8. On Wednesday, met to discuss further implementation of the Helms suggestions concerning area training. presented a preliminary position paper which was discussed and agreed to in general terms. This paper will present a general program and make specific recommendations for immediate implementations.

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25X1 9. On Monday, [] of FE to discuss the area program in terms of the [] and Southeast Asia, and to work out more effective coordination between ES/LAS and the Southeast Asia components of FE.

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11. On 27 February, the regular Hungarian test was given for 7 people, and on 3 March the Polish test was given by special request for one person.

25X1 12. [] gave another demonstration of effective instructional techniques, with particular emphasis on drill methods, to instructors in the Voluntary Language Training Program on Friday, 28 February. This session lasted about an hour and was attended by eleven instructors (8 Russian, 2 Polish and 1 Finnish).

13. The Voluntary Language Training Program was reduced by one class on 3 March and the total number of courses now stands at 47. One of the Russian 102 instructors had to leave on TDY, but rather than recruit a new instructor, it was possible to divide his class up among the remaining Russian 102 classes.

W 14. During the past week, three of the instructors in the Voluntary Language Training Program became ill or had to take emergency leave and will be out for the next two to three weeks. Competent replacements were immediately found among the roster of reserve instructors and the classes were continued with a loss of only one class hour in each instance.

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